

Position: Cost Controls Specialist
Division: Program Management Office
Compensation: \$60,000 annually (negotiable, plus benefits)

The Cost Controls Specialist must perform cost and schedule controls and invoicing activities for various projects. Prepare, update, and issue master budget and schedule from staff input for project team, company, and City use for assigned projects as well as coordinate cost and schedule activities, action items, and liaison with project managers, and A/E firms. Prepare cost and schedule reports i.e., percentage complete, productivity analysis, variance reports, etc. to senior management and City departments.

Preferred candidate shall possess a BS/BA in Accounting, Business Administration or Engineering with a minimum of two years of construction project controls or cost accounting. Candidate must be experienced in Primavera P6 software, cost accounting programs, and advanced Microsoft Excel modeling. Experience with large-scale capital programs or FEMA Public Assistance budget concepts preferred.